If you don’t use eSembler for grades, you can delete now.

Today is the day after the district’s grade submittal deadline.

**That means the 1st six weeks grades are unlocked.**

**That means that if you need to make adjustments of any kind—add missing grades, correct your mistakes, etc.—you can do so in your eSembler classes.**

**Here’s how you do that:**

Open your class.

Go to the Submit Grades screen.

Use the Preferences button to “flip back” to the 1st six weeks.

Now, you’ll see a Retrieve button at the bottom of the screen (scroll down to it.)

Click the Retrieve button.

You may now go to your Grade or Grade All Screen and make changes (you may need to click the Preferences button to move it back to the appropriate six weeks again.)

When finished, go back to that Submit Grades screen and make note of any changes in student averages, and Submit again.

**Now that you’ve made changes, in order for those changes to be reflected on this and succeeding report cards, you’ll need to give me the necessary information to make the changes in the grade database**. The changes you just made, since they were made AFTER grade submittal, don’t “flow” over to the database.

**Here’s what I’ll need from you to correct the report card:**

The student’s first and last name as it appears in your eSembler.

The class(es) that have changes—as they appear in your eSembler—i.e. 306 Math (Period 1), NOT “my Math class, Mrs. White’s homeroom”

What the new/changed grade needs to be.

Depending on when you give me this information, the student’s report card that you get on Thursday may NOT reflect these corrections, so you need to make a note of what information you gave me and check that report card for accuracy when you receive it.

Generally, changes I make on the first day (today), are in time for the printing to be accurate.

Generally, I can’t make any changes at all the 2nd day (Weds.) because everything is locked while they print the entire district.

After Wednesday, any changes will require a “reprint” of the report card.

This means:

You make the changes, give me the new information, and I ask the ADA clerk to print you a new report card for that student. You can return the old one for shredding (to the ADA clerk.)